



WESTERN COLORADO
COMMUNITY COLLEGE

A Division of Colorado Mesa University

CAREER AND TECHNICAL EDUCATION PROGRAMS

HIGH SCHOOL
STUDENT HANDBOOK
2015-2016

Welcome to Western Colorado Community College	4
CONTACT INFORMATION	5
ACADEMIC INFORMATION	6
Enrollment and Registration	6
Transcripts	6
Withdrawal	6
Suspension	6
Change of Address	6
Graduation Requirements	6
Student Fees	6
Insurance	7
Tool Room Privileges	7
GRADES AND CREDITS	7
Grade and Credits	7
High School Academic Credit	7
High School Academic/CTE Credit Equivalency Matrix	8
Earning College Credits/Technical Scholars Program	9
Technical Scholars Matrix	10
ATTENDANCE POLICY	11
Rationale	11
Student/Parent Responsibility	11
COMMITMENTS	12
Expectations For Campus Conduct	12
Student Commitment	12
Parent/Guardian Commitment	12
Instructor Commitment	12
Student Services Staff Commitment	13
Administration Commitment	13
STUDENT SERVICES	14
Academic Advising, Registration and Enrollment	14
Career Education	14
Assistance to Students with Disabilities	14
STUDENT RIGHTS	14
Academic Due Process	14
Grievance Procedures	14
Nondiscrimination Policy	15
GENERAL INFORMATION	15
Visitors	15
Open Campus and Leaving the Building	15
Driving, Parking, and Busing	15
Dress	15
Smoking	15
Telephones and Messages	16

Lockers and Student Property.....	16
Student Computer System and Labs.....	16
Food Services.....	16
Fundraising.....	16
Bulletin Boards and Distribution of Literature.....	16
Recycling.....	16
 EMERGENCY PROCEDURES	 17
Emergency Procedures on Campus	17
Accident Procedure	17
Building Evacuation Procedures	17
Weapons on Campus.....	17
Safety.....	17
 COLLEGE OPPORTUNITIES	 18
Admission	18
Scholarships/Financial Aid.....	18



Welcome to Western Colorado Community College

Hello and welcome to Western Colorado Community College (WCCC). We are pleased that you have chosen our career and technical education programs.

WCCC is a comprehensive community college that partners with Mesa County Valley School District 51 in offering career and technical education for junior and senior high school students. All of our eight programs provide elective credit toward high school graduation, as well as also allow the student to earn academic credit in areas such as language arts, science and math. See your high school counselor for more information.

WCCC is committed to serving each student. Effective teaching practices and project-based instruction are the keys to student learning. We provide students with real-world skills and let them explore career possibilities. Relevant dynamic courses are taught by faculty with business and industry experience and a commitment to education. WCCC believes in and maintains strong ties to local businesses and industries to assure the delivery of high quality programs.

This handbook is designed to provide useful information. Please visit our friendly and knowledgeable Student Services department and allow them to assist you in navigating your education.

Again, welcome to WCCC. We look forward to helping you achieve your educational goals.

Brigitte Sündermann
Vice President

Excellence

Integrity

Service

CONTACT INFORMATION

Western Colorado Community College
Main Office: 255-2600
Student Services: 255-2670

Computer Networking Technology	John Loibl	jloibl@coloradomesa.edu	255-2670
Digital Design	Josh Meuwly	jmeuwly@coloradomesa.edu	255-2705
Machining Technology	Michael Carlton	mcarlton@coloradomesa.edu	248-1668
Marketing Education	Tyler Liff	tliff@coloradomesa.edu	255-2665
Math for Technology	Joe Quesenberry	joquesen@coloradomesa.edu	255-2707
Medical Preparation	Theresa Bloom	tbloom@coloradomesa.edu	255-2616
Medical Preparation	Darren Oxford	doxford@coloradomesa.edu	255-2668
STEM Discovery	John Sluder	jsluder@coloradomesa.edu	255-2654
Transportation Services	Michael Carsten	micarste@coloradomesa.edu	255-2607
Transportation Services	Jim Goetz	jgoetz@coloradomesa.edu	255-2615
Welding Technology	Jeff Sidor	jsidor@coloradomesa.edu	255-2703

ABSENCES: Attendance is the responsibility of the student and parent. *Please notify both WCCC and the home high school in the event of an absence.* Calls should be made to the WCCC instructor at least 30 minutes prior to the start of class time on the day of the absence. Refer to your home high school attendance notification procedures, as they vary by school.

ACADEMIC INFORMATION

Enrollment and Registration

High school students who want to enroll in a year-long technical program at WCCC must complete an application (available in high school counseling offices or at WCCC) and arrange for an interview through Student Services.

Once a student has completed the application and interview, availability in the program will be determined. Confirmed acceptance will depend upon the interview, review of attendance record, progress toward graduation requirements at the home high school, and program space availability. If the student cannot be immediately enrolled into the program, he or she has the option of remaining on the program waiting list to be contacted for enrollment when an opening is available.

Transcripts

All high school credits earned at WCCC are issued through the student's home high school. Transcripts may be obtained by contacting the student's home high school records department.

Withdrawal

High school students who withdraw from a WCCC program must officially notify Student Services and complete check-out with his or her instructor for text book return, lab equipment and supplies check, locker clean-out, etc.

Suspension

High school students who have been suspended from their home high school may not attend class at WCCC.

Change of Address

If your address changes during or after your enrollment, please notify WCCC Student Services.

Graduation Requirements

High school students must meet all graduation requirements as outlined by their high schools. All students are encouraged to achieve the highest level of academic ability possible to have the benefit of a wide choice of career options. Student Services staff are available to discuss credit requirements and options for graduation as well as coordinate and consult with high school counselors as requested and needed.

Student Fees

Lab fees help defray the cost of providing students up-to-date equipment and software. The following fees are to be paid once per year, at the beginning of the term, directly to WCCC.

Program	Fee
Computer Networking Technology	\$18
Digital Design	\$18
Machining Technology	\$18
Marketing Education	\$18
Medical Preparation	\$99
STEM Discovery	\$18
Transportation Services	\$18
Welding Technology	\$18

Fees associated with student organizations, such as DECA, HOSA, and SkillsUSA, etc., vary by program and organization. Students may contact program instructors for fee information.

Insurance

Mesa County Valley School District 51/WCCC does not carry any form of accident or medical insurance to pay medical costs should a student be injured at school or while traveling to and from school.

Parents may take advantage of affordable accident insurance plans offered through School District 51. Forms and information are available through home high schools. Coverage available includes:

- 24-hour accident coverage
- At-school coverage
- Student health plan
- Extended dental coverage

Tool Room Privileges

Students who utilize the tool room will be required to have their high school photo identification (ID) cards which will be valid for the period the student is enrolled at WCCC and will be required each time the tools are checked out. Students will be expected to produce their school ID's before they are issued tools or supplies. Students will be expected to know to which work order, etc., the supplies should be issued; supplies will be issued by class number, customer work order, or learning activity packet.

GRADES AND CREDITS

Grade and Credits

WCCC uses the 4.0 grading system as follows:

- A (4.0) - excellent to superior
- B (3.0) - good to excellent
- C (2.0) - satisfactory
- D (1.0) - passing but not satisfactory
- F - (0.0) - failed
- NM - no mark

Grading criteria is established by individual instructors who have the authority to handle instances of academic dishonesty by assigning reduced grades for the work or a failing grade in the course.

High School Academic Credit

At the end of each semester, instructors at WCCC will report each student's course grade and recommended credits to the respective high schools. Grades and credits are based on student achievement of competencies in the programs. Typical recommended credits will be 1 ½ credits per semester for all programs. Students are expected to achieve pre-determined competencies each term to earn full credit.

Academic and/or elective credit in high school content areas is awarded in all high school programs at WCCC. This means students can earn content-specific credits that will apply to graduation requirements in addition to elective credit. Additionally, academic Technical Math classes are offered for students in many of the programs to strengthen math skills for higher-level technical training.

High School Academic/CTE Credit Equivalency Matrix

WCCC Course	High School – 1 st Semester			High School – 2 nd Semester		
	HS Course	Credit Type	Number/ Credits	HS Course	Credit Type	Number/ Credits
Computer Networking Technology Year 1	Computer Networking Technology I	Elective	<u>44340</u> 1.0	Computer Networking Technology I	Elective	<u>44340</u> 1.0
	Math for IT	Math	<u>44317</u> 0.5	Math for IT	Math	<u>44317</u> 0.5
Digital Design Year 1	Digital Design I	0.75 Elective 0.25 Comp. App	<u>44440</u> 1.0	Digital Design I	0.75 Elective 0.25 Comp. App	<u>44440</u> 1.0
	Digital Design: Fine Arts	Fine Arts/ Elective	<u>44446</u> 0.25	Digital Design: Fine Arts	Fine Arts/ Elective	<u>44446</u> 0.25
	Digital Design: Language Arts	English Elective	<u>44445</u> 0.25	Digital Design: Language Arts	English Elective	<u>44445</u> 0.25
Machining Technology Year 1	Machining I	Elective	<u>44570</u> 1.0	Machining I	Elective	<u>44570</u> 1.0
	Machining Math	Math	<u>44571</u> 0.5	Machining Math	Math	<u>44571</u> 0.5
Marketing Education Year 1	Marketing 1	Elective	<u>44610</u> 0.5	Marketing I	Elective	<u>44610</u> 0.5
	Business Research & Composition	English 3 rd / English Elective	<u>44611</u> 0.5	21 st Century Speech & Communication	Comm./ English Elective	<u>44612</u> 0.5
	Marketing Math	Math	<u>44650</u> 0.5	Marketing Math	Math	<u>44650</u> 0.5
Medical Preparation Year 1	Med Prep I	Elective	<u>44710</u> 0.5	Med Prep I	Elective	<u>44710</u> 0.5
	Med Prep I: Language Arts	English Elective	<u>44712</u> 0.5	Med Prep I: Language Arts	English Elective	<u>44712</u> 0.5
	Med Prep I: Science	Science Elective	<u>44711</u> 0.5	Med Prep I: Science	Science Elective	<u>44711</u> 0.5
STEM Discovery Year 1	STEM Discovery I	Elective	<u>44150</u> 1.0	STEM Discovery I	Elective	<u>44150</u> 1.0
	Engineering Physics	Science Elective	<u>44311</u> 0.5	Engineering Physics	Science Elective	<u>44311</u> 0.5
	CAD Math	Math	<u>44111</u> 0.5	CAD Math	Math	<u>44111</u> 0.5
Transportation Services Year 1	Transportation Services	Elective	<u>44010</u> 0.5	Transportation Services	Elective	<u>44010</u> 0.5
	Automotive Science	Physical Science Elective	<u>44011</u> 0.5	Automotive Science	Physical Science Elective	<u>44011</u> 0.5
	Automotive Math	Math	<u>44012</u> 0.5	Automotive Math	Math	<u>44012</u> 0.5
Welding Technology Year 1	Welding Technology	Elective	<u>44540</u> 1.0	Welding Technology	Elective	<u>44540</u> 1.0
	Welding Math	Math	<u>44541</u> 0.5	Welding Math	Math	<u>44541</u> 0.5

Earning College Credits/Technical Scholars Program

High school students enrolled in a School District 51/WCCC High School Career & Technical Education (CTE) Program, have the opportunity to earn college credits while enrolled in the high school program. Through their enrollment in one of the technically-oriented high school courses, students may be eligible for the **Technical Scholars Program**.

Under the Technical Scholars Program, college credit is earned and entered on the student's college transcript at the time of course completion, provided the student has met the required course competencies. This college-level credit can be transferred to other colleges to meet degree or elective credit requirements and is not dependent on future enrollment at Colorado Mesa University or WCCC.

Technical Scholars course tuition is \$50/credit hour paid by the school district; **students are financially responsible for any fees or the total tuition if they earn grades of D or F**. Registration for Technical Scholars Program college credit is offered in February of each year. NO registrations will be accepted after February 15. The course equivalency matrix on the following page details the potential college course credit available those who successfully complete the necessary course competencies. Direct any questions about the Technical Scholars option to program instructors or Student Services department staff.

Technical Scholars Matrix

High School CTE – Concurrent College Course Equivalency Matrix

College course competencies must be met by the student in order to earn college credit

Program	High school course (by year)	WCCC/MSC College Course Equivalent	College credits
Computer Networking Technology	CNT I	TECI 132 Introduction to PC	3.0
		TECI 260 IT Hardware & Sys Software	3.0
	CNT II	TECI 180 Cisco I	4.0
		TECI 251 Leadership	2.0
		TECI 290 Certification: A+	1.0
Digital Design	Digital Design I	MGDA 111 Adobe PhotoShop I	3.0
		MGDA 152 Digital Animatics	3.0
	Digital Design II	MGDA 153 3D Animation I	3.0
		AND/OR	
		MGDA 164 Digital Video Editing	3.0
MGDA ***	3.0		
Machining Technology	Machine Tech I	MAMT 105 Print Reading & Sketching	2.0
		MAMT 115 Intro To Machine Shop	3.0
		MAMT 102 Machining Fundamentals	1.0
	Machine Tech II	MAMT 120 Machine Technology I	4.0
		MAMT 125 Machine Technology II	4.0
Marketing Education	Marketing I	MARK 231 Principles of Marketing	3.0
	Marketing II	OFAD 120 Internet & Social Networking	3.0
Medical Preparation	Medical Prep I	Fall Semester	
		HSCI 101 Introduction to Health Care Professions	3.0
		Spring Semester	
		NURA 101 Nurse Aide Healthcare Skills	4.0
		NURA 170 Nurse Aide Clinical Experience	4.0
	OR	1.0	
	EMTS 115 Emergency Medical Responder	3.0	
	OR		
	ARGS 296 Topics: Vet Assisting	3.0	
	Medical Prep I	Spring Semester	
NURA 101 Nurse Aide Healthcare Skills		4.0	
NURA 170 Nurse Aide Clinical Experience.		4.0	
OR		1.0	
EMTS 115 Emergency Medical Responder		3.0	
OR			
ARGS 296 Topics: Vet Assisting	3.0		
STEM Discovery	STEM Discovery	CADT 108 CAD-Mechanical	3.0
		MAMT 105 Print Reading & Sketching	2.0
		PROS 100 Intro to Process Technology	3.0
Transportation Technology	Transportation I	TSTC 100 Introduction to Trans. Services	1.0
		TSTC 101 Vehicle Service & Inspection	2.0
		TSTC 110 Engine Fundamentals	1.0
	Transportation II	TSTC 170 Chassis Fundamentals	1.0
		TSTC 171 Brake Fundamentals	2.0
TSTC 180 Fuel System Fundamentals	1.0		
Welding Technology	Welding I	WELD 117 Oxy-Fuel and Plasma Arc Cutting	3.0
		WELD 230 Gas Tungsten Arc Welding	3.0
	Welding II	MAMT 105 Print Reading & Sketching	2.0
		WELD 110 Shielded Metal Arc Welding	3.0
		WELD 230 Gas Tungsten Arc Welding	3.0

Contact the program's instructor or the Student Services department for more information on the Technical Scholars option and how to sign up for college credit.

ATTENDANCE POLICY

Rationale

Statistics show that employers are interested in employees who demonstrate good attendance habits. WCCC teaches students to be employable, to be able to keep their jobs, and to secure their futures. Therefore, WCCC will consistently emphasize the importance of good attendance and has adopted this attendance policy to address the students' needs as well as the needs of the community. Parents are welcome to check on the status of their students' absences at any time.

Student/Parent Responsibility

Attendance is the responsibility of the student and parent. Please notify **both** WCCC **and** the home high school in the event of an absence. Calls may be made to the instructor (see page 5 for instructor contact information) between 7:30 a.m. and 2:30 p.m., and should be received within 30 minutes of the class start time on the day of the absence. Refer to your home high school attendance notification procedures, as they vary by school.

Students are also responsible for informing WCCC instructors (with any supporting documentation) of school assemblies, class meetings, sports events, field trips, or any other programs that result in daily schedule changes, before the day of the activity, if possible. Additionally, any required suspension and/or expulsion information should be forwarded to WCCC immediately.

CRITERIA: All high school students must abide by the following.

EXCUSED ABSENCE: 5 “EXCUSED” ABSENCES ARE ALLOWED PER SEMESTER. At 3 “excused” absences, the student’s parent or guardian will be notified. At the 5th “excused” absence, the student’s parent or guardian will be notified and an attendance contract will be developed among the student, instructor, school administrator, and parent or guardian outlining the required attendance and conditions in order for the student to continue in the program. At the 6th absence, the student may be withdrawn. The student, parent or guardian, and home high school will be notified immediately and the student will lose credit for the course.

THREE (3) TARDIES WILL EQUAL ONE (1) ABSENCE and will count toward the total absences allowed. Tardies are recorded daily. If a student is more than 15 minutes late to class, it is considered an absence.

*Parents/guardians will be contacted by the instructor, if necessary, for verification of an “excused” absence and/or class status.

UNEXCUSED ABSENCE: STUDENTS MAY NOT EXCEED 2 “UNEXCUSED” ABSENCES during any one semester or they may be withdrawn from the course. An “unexcused” absence is one or both of the following:

Student and/or parent/guardian failed to contact the school on the day of the absence (as explained above).

The absence verification process results in insufficient justification for an “excused” absence as determined by the instructor and/or administrator.

Students may be allowed to make up class work for days missed within 48 hours following their return. However, there are occasions when experiences in the classroom, such as hands-on laboratory assignments, group projects, etc., cannot be made up and loss of credit for these assignments may result.

Students **must** be concurrently enrolled in a School District 51 home high school, or other approved affiliated school system, in order to attend classes at WCCC. Students who have dropped out or who have been expelled from their home high school may no longer attend WCCC classes.

Administration reserves the right to review an individual's attendance.

COMMITMENTS

Expectations For Campus Conduct

WCCC staff and faculty will treat all students as responsible adults; therefore, students are expected to conduct themselves in a mature and responsible manner by observing moral and civil laws, and by not interfering with the planned educational processes of the classroom or the normal daily activities on campus. Unacceptable conduct may warrant suspension and/or dismissal from WCCC.

Student Commitment

- To pursue and complete courses of study prescribed by School District 51 and WCCC.
- To make course selections based upon interest, goals, needs, and requirements.
- To be punctual and attend all class sessions while enrolled.
- To assume responsibility for learning and performance.
- To express opinions and ideas in a manner that will not offend or slander others.
- To be aware of all rules and regulations for student behavior and to conduct him/herself in full accordance with them.
- To dress and be groomed to meet reasonable standards of propriety, safety and health.
- To assist the WCCC staff in operating a safe school.
- To respect the rights, feelings, and property of others.
- To complete all course assignments to the very best of his/her ability.
- To respect cultural, ethnic, and gender differences.
- To participate in the shared decision-making process.

Parent/Guardian Commitment

- To recognize that WCCC is dependent upon parental support in addressing instructional and behavioral concerns.
- To monitor their students' progress and to take appropriate steps to promote success.
- To recognize that attendance has a direct correlation to students' achievements.
- To provide feedback indicating parental educational expectations.
- To attend and participate in conferences and meetings whenever possible.

Instructor Commitment

- To expect that all students will succeed.
- To design curriculum and utilize instructional methods to ensure that all students have the time and opportunity to achieve their maximum potential.
- To maintain accurate achievement records and provide students with specific and timely feedback on their progress.
- To assure a safe and orderly environment, conducive to teaching and learning.
- To respect and respond to cultural, ethnic, gender, and language differences.

- To communicate with advisors, administration, and parents/guardians regarding student achievement and attendance.
- To demonstrate a commitment to customer service excellence.
- To plan and work cooperatively across content areas and grade levels to promote connections between and among subject areas.

Student Services Staff Commitment

- To provide guidance and services to all students regarding program selection, career information, program progress, and postsecondary planning.
- To communicate with home high schools as needed.
- To act as a student advocate.
- To promote and support equal access to all programs.
- To conference with parents/guardian, administration, and instructors whenever necessary.

Administration Commitment

- To take a leadership role in setting and maintaining high but realistic expectations and standards for students and staff.
- To maintain a safe and orderly environment conducive to teaching and learning.
- To encourage and support students and staff in development of new ideas.
- To maintain a visible presence in the school to both staff and students.
- To analyze student achievement of outcomes and modify the school-wide instructional program as needed.
- To promote and facilitate a shared decision-making process among all stakeholders.
- To model a commitment to customer service excellence.

STUDENT SERVICES

The WCCC Student Services department, located in Building B, provides students with a number of support services which exist for the purpose of enhanced student educational success and opportunities. Support staff is available to assist students and faculty.

Academic Advising, Registration and Enrollment

Student Services staff offer direct assistance to prospective and current students in the areas of academic advising, registration, and enrollment in WCCC high school programs. Students who experience problems are encouraged to talk with the Student Services staff who can, in many instances, make referrals for students to other agencies that can assist with specific issues beyond our scope.

Career Education

Career planning and guidance services are available in Student Services. Assistance is available in identifying career interests and goals and developing plans for achieving those goals. Students have access to computerized career information systems, basic employability skills such as résumé writing, interviewing, and basic job search skills.

Assistance to Students with Disabilities

Support services to assist students with physical or learning disabilities are available. Students interested in this assistance are encouraged to contact Student Services.

STUDENT RIGHTS

Academic Due Process

If an academic problem is experienced, we request the student first contact his/her instructor. If the problem is not resolved after discussion with the instructor, the next step is to present the issue to the Director of Instruction.

Grievance Procedures

Academic grievances usually take the form of grade dispute; however, other areas under this procedure may be: concerns with conditions of withdrawal from a class, transcripts, evaluation of academic credit for transfer students, discrimination, or sexual harassment influencing grades.

Students with grievances in any of the areas covered by this procedure should discuss and attempt to resolve the matter with the instructor or the Director of Instruction. Failing such resolution, the next level of authority is the Vice President of Community College Affairs. The Vice President is responsible for judgment and closure, and serves as the final appeal. If the grievance applies directly to WCCC or District 51, the student has the right to utilize the appropriate grievance procedures as stated in official school policy.

All grievances should be presented in writing to the proper authority within five working days of the occurrence, with an explanation of the relevant facts and what efforts have been pursued for redress. Should further appeal be necessary, such notice must also be filed within five working days after denial.

It is always accepted as academic principle that the grade assigned by an instructor is inviolable. Only in the most drastic and rare circumstances, and after exhaustive review, will a grade be changed by administrative authority.

Nondiscrimination Policy

It is the policy of Mesa County Valley School District 51/WCCC to not discriminate on the basis of race, color, creed, sex, sexual orientation, religion, national origin, age, marital status, ancestry, disability in admission, or access to, or treatment in its educational programs or activities

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504/Americans with Disabilities Act of the Vocational Rehabilitation Act of 1973, are statutes passed by the United States Congress to prohibit discrimination on the basis of age, race, color, national origin (Title VI), religion, sex (Title IX), or disability (Section 504), by agencies receiving federal financial assistance. The governing regulations cover all aspects of discrimination in schools with regard to admissions, treatment, access, and provisions for students, including selection and acquisition of textual materials. It also prohibits employment discrimination in hiring, promotion, compensation, job assignment, leave of absence, and fringe benefits.

GENERAL INFORMATION

Visitors

WCCC welcomes visitors and requests that they first check in at the main office, then with the program instructor, prior to visiting or observing a class. High school students not enrolled at WCCC, but who wish to visit, must have advance permission from their high school as well as from WCCC. Please contact the program instructor to arrange a visit. Students' children and other family members are asked to make prior arrangements with the program instructor before visiting class or lab areas.

Guided tours of the campus are available upon request. Please contact Student Services (970) 255-2670.

Open Campus and Leaving the Building

WCCC is an open campus. However, students who leave during class time must notify the instructor and sign out in the main office or in the Student Services office before leaving.

Driving, Parking, and Busing

Driving is a privilege. Loitering in parked cars or in school parking lots will not be permitted. Be alert to any vandalism, theft, or suspicious activity. Students are asked to report any such incident to an administrator or staff member.

Student parking areas on campus include all paved lots unless otherwise designated as reserved parking. Students are requested not to park on Blichmann Avenue. Vehicles left in the parking lot or on Blichmann Avenue for more than four days may be reported as abandoned vehicles and towed at owner's expense.

Students may take a School District 51 bus to WCCC from their home high schools. See home high school for bus times.

Dress

Students are expected to wear clothing appropriate for the area of training in which they are enrolled. Clothing shall not be immodest or obscene. Each program of instruction may have specific guidelines for dress.

Smoking

Smoking is *not* permitted by any high school student inside or outside any state-owned facility. This includes all buildings at WCCC.

Telephones and Messages

The office telephones are for official and emergency use only. A phone is provided in the main hallways of both the Youngblood Building and Building B for students wishing to make personal calls. Personal phone messages will not be delivered to students unless it is an emergency. Every effort will be made to contact the student in case of an extremely important or emergency message.

Lockers and Student Property

Lockers are provided in some programs for the storage of books and equipment. They become the student's responsibility, but not the student's personal possession; lockers may be opened for inspection at any time by administration. Lockers with locks left between semesters, during summer, or after withdrawal from a program will have locks removed unless a student was given permission by the instructor to retain his/her locker. *Students should not keep money, purses, or other valuables in their lockers.*

Student Computer System and Labs

Computer labs are located in various program areas. *Food and drinks are not allowed in the computer labs.* Computers are also available for student use in the student lounge where food and drinks are allowed.

The computer system is not to be used for work unrelated to academic pursuits. Game playing, obscene or other inappropriate use is prohibited.

In order to provide for the appropriate use of the electronic media in keeping with Board of Education policy, an "Acceptable Use Agreement" has been developed. A copy of this agreement will be issued to students and parents for signature before a student is issued an account permitting the student to access media resources.

Food Services

Restaurant services are provided in our Chez Lena restaurant (255-2641) and the adjoining "the Scramble" (255-2664), both located in the south entrance of Building B.

Fundraising

All fundraising plans involving WCCC and its facilities must be approved by Administration. Money collected must be handled and recorded by the Business Office through the Public School Activities account.

Bulletin Boards and Distribution of Literature

Materials for distribution or posting must be approved and initialed by main office staff and must include the name of the organization or individual distributing or posting the material. Posted materials not approved will be removed and those persons who distribute non-approved materials will be asked to cease.

Recycling

Recycling enables students to do their share to help our environment. Large blue bins are available for recycling office paper, newspaper, aluminum cans and plastic bottles. We urge you to use these bins properly by adding only the items that the bins specify.

The following is what can go into the bins:

- Paper (colored, card stock, computer, notebook, or copier.)
- Magazines and newspapers go together in a separate bin.
- Aluminum cans and plastic bottles go together in a separate bin.
- Staples are ok but never put trash or litter in the bins. Trash-contaminated bins are sent to the landfill instead of the recycling center.

EMERGENCY PROCEDURES

Emergency Procedures on Campus

WCCC has emergency procedures in place for situations such as fire, bomb threat, medical emergency, weapons on campus, student in a crisis, etc. The WCCC Crisis Team consists of faculty and staff members who are familiar with WCCC emergency systems and procedures to keep students safe. Students who are aware of a crisis should immediately notify the nearest staff or faculty member or the main office. Once a staff or faculty member has been notified, students should remain calm and wait for instructions from their instructor on how to proceed.

Additionally, each student is required to fill out an emergency contact card to be on file with the main office, Student Services, and the students' instructor. It is very important that students notify the main office if contact or health information changes throughout the year.

Accident Procedure

In the case of an accident, students must notify the staff or faculty member in charge; the staff/faculty member will complete an accident report.

Building Evacuation Procedures

In the event of a building evacuation (fire, bomb threat, hazardous spill, etc.) students are expected to follow the instructions given by their instructors. Each instructor will inform his/her students of emergency procedures at the beginning of the school year. Students will be given a designated area away from the buildings where they will meet their instructor. In the event of a building evacuation, all students are expected to remain with their instructor, unless otherwise directed. Roll call will be taken by the instructor and everyone will wait at the designated area until notification of ALL CLEAR.

Weapons on Campus

If a weapon is sighted or suspected on campus, lockdown procedures may be implemented. Instructors will inform students of safe area locations for their program. Students away from their program will access the nearest safe area. Roll call will be taken by instructors and all will wait in their safe areas until notification of ALL CLEAR.

Safety

Everyone *must* observe safety procedures in the lab environment to maintain the health and safety of all students and staff. Each program's safety procedures may vary. Please see the instructor in each program for specific safety procedures.



COLLEGE OPPORTUNITIES

Western Colorado Community College, a division of Colorado Mesa University and partner to School District 51, is an open admission, comprehensive community college serving the higher education needs of the region. WCCC offers a variety of certificate programs that can be completed in nine months, associate degree programs that average two years in length, and many skills courses for career upgrade. Developmental studies courses are also available in pre-college math, reading, and writing for students preparing to enroll in college-level coursework.

Admission

Applicant Information

To be considered for admission to the college, applicants need to submit the following:

1. Application for Undergraduate Admission at WCCC;
2. Official high school transcripts, GED or home school evaluation form.

Students with housing needs reside on the Colorado Mesa University campus. Full-time students, who are single, under 21 years of age, and not living with their parents in Mesa County, are required to live on the Colorado Mesa University campus (provided that space is available).

Scholarships/Financial Aid

Scholarship applications are available in the main office, the Student Services office, and on the Colorado Mesa University website at <http://www.coloradomesa.edu/wccc/Scholarships.html>. The deadline for scholarship application varies, but is generally April 1 for the following Fall semester. Contact Student Services or the Executive Secretary for details.

Colorado Mesa University Office of Financial Aid operates on the philosophy that no worthy and qualified student need sacrifice the opportunity for a college education because of insufficient funds so long as funds are available. Depending on the nature of the need and the level of the academic performance, financial aid may consist of grants, loans, or scholarships.

CMU/WCCC students may apply for need-based loans and grants by submitting the Free Application for Federal Student Aid (FAFSA). The FAFSA is available to complete online at www.fafsa.ed.gov. The process takes approximately six weeks to complete. Students desiring assistance from these programs should apply for aid as early as possible in the calendar year for the Fall semester (e.g., January for Fall start). All male students born after December 31, 1959, must be registered with Selective Service to be eligible for financial aid.